



PeopleSoft Student Administration Training Newsletter #11

August 10, 2007

In This Issue

[PeopleSoft Faculty Center Information](#)

[Today's Message to Faculty](#)

If you experience difficulty printing this newsletter from your e-mail software, [visit our archive](#) to download the newsletter as a PDF.

Newsletters are usually posted to the archive within 24 hours of mailing.

This PeopleSoft training newsletter will provide information regarding:

- How to Use PS Faculty Center
- Today's Message to Faculty

PeopleSoft Faculty Center Information

The message below is going out today to all faculty with information about how to use their PeopleSoft Faculty Center to print their own grade rosters, look up student information, enter grades, etc.

You or others on your staff may want to look through the **Faculty Center Demo** or **Faculty Center Reference Guide**, and you are invited to attend the **Faculty Center Demo Sessions** over the next several weeks as well. We know that your faculty are accustomed to turning to you for assistance, and we want to be sure you have this information as well!

Today's Message to Faculty

Message going out to faculty:

Your new **PeopleSoft Faculty Center** lets you see your schedule, print continuously updated rosters, e-mail students, look up student info, and (Nov./Dec.) enter grades.

Learn how:

- Step-by-step directions are available at "**UH Faculty Center Demo**" at <http://www.uh.edu/peoplesoft/tutorials.html>

OR

- A hard copy of the directions—**Faculty Center Reference Guide**—is waiting for you now in your department (Law, Social Work, Honors, HRM, Architecture) or in your dean's office.

OR

- Attend a **Faculty Center Demo Session** (no RSVP required):
 - Wednesday, August 15, 1:30–2:30 p.m., Science and Engineering Complex, Room 100
 - Thursday, August 16, 10:00–11:00 a.m., Cullen College of Engineering (Bldg 579), Room 102D
 - Monday, August 20, 1:30–2:30 p.m., Melcher Hall, Room 150
 - Thursday, August 23, 4:00–5:00 p.m., Melcher Hall, Room 150
 - Wednesday, August 28, 9:00–10:00 a.m., Cullen College of Engineering (Bldg 579), Room 102D
 - Thursday, August 30, 4:00–5:00 p.m., Melcher Hall, Room 150

Special sessions will be held in November to demonstrate grading.

If you still need help:

- **Automatic Password reset (for "Forgot Your Password") doesn't work?**
Call 713-743-1411 (24/7).
- **Don't know your PeopleSoft ID?**
It's on your paystub.
Your department administrator knows it.
Call 713-743-0356 (M–F, 8–5).
- **Have questions about using your Faculty Center?**
Call Sandy Frieden, 713-743-0351.
Call 713-743-0356 (M–F, 8–5)—PeopleSoft Student Admin Customer Service Center).

For Assistance

UH/UHV PeopleSoft Student Admin Customer Service Center

Phone: 713-743-0356

Hours of service: Monday–Friday, 8 a.m.–5 p.m.

[See our web site for more information.](#)

Sandy

Sandy Frieden, Executive Director | Scott Sawyer, Director of Training
PeopleSoft Student Admin Implementation/Change Management

Email: sfrieden@uh.edu

Web: <http://www.uh.edu/peoplesoft>

PeopleSoft Student Admin Implementation/Change Management | 5000 Gulf Freeway, Bldg. 3, Room 244 |
Houston | TX | 77204-0934 | (70114.1, 8/07)